

Nebraska State Accountability (NeSA)

2011 NeSA-Writing Paper/Pencil Test Administration Training

TO: NeSA District Assessment Contacts and their designees
FROM: The Nebraska Department of Education
DATE: November 19, 2010
SUBJECT: 2011 NeSA-Writing Paper/Pencil Test Administration Training
TRAINING DATES: January 5-6, 2011

The Nebraska Department of Education (NDE) and Data Recognition Corporation (DRC) invite all District Assessment Contacts (DACs) to participate in a training session to learn about preparing your districts and schools to administer the paper/pencil version of the NeSA-Writing test for grades 4 and 8.

AGENDA

The training sessions are designed to inform DACs and other testing personnel about the grades 4 and 8 paper/pencil NeSA-Writing tests and the process for preparing for each test administration. Each session will cover the following topics:

1. Introductions
2. Testing Window & Other Key Dates
3. General Guidelines
4. Paper/Pencil Testing Procedures
5. Reporting
6. Questions & Answers

The training is scheduled to last one hour, but could vary based on the number of questions asked by participants at the end of the presentation.

The training sessions will be presented online using WebEx. WebEx allows participants to log on via computer for a visual demonstration, in addition to providing an audio component via the telephone. We encourage all District Assessment Contacts and their designees to attend **one** of the four available training sessions. For those who are unable to attend any of the scheduled sessions, the PowerPoint presentation and a recording of one of the WebEx sessions will be made available on the NDE's website.

Please review the instructions on the following pages to learn how to join a training session. ***Note that each training session has a separate meeting number and link.*** You will first log in to the online meeting using your computer and then follow the instructions to dial in by telephone for the audio component of the training. We recommend you begin the login process approximately 15 minutes prior to the scheduled session.

IMPORTANT NOTICE: This WebEx service includes a feature that allows audio and any documents and other materials exchanged or viewed during the session to be recorded. By joining this session, you automatically consent to such recordings.

Topic: 2011 NeSA-Writing Paper/Pencil Test Administration Training – Session 1

Date: Wednesday, January 5, 2011

Time: 10:00 a.m. – 11:00 a.m.

Meeting Number: 805 332 328

Meeting Password: NeSAW1

What to do on January 5 to join the 10:00 a.m. meeting:

1. About 15 minutes prior to the meeting's start time, either click the following link or copy and paste it into your Web browser (do not type it in):
<https://datarecognitioncorp.webex.com/datarecognitioncorp/j.php?ED=143557152&UID=0&PW=NOTRjZGVmNjE3&RT=MIM3>
 2. Enter your name, email address, and the meeting password (NeSAW1).
 3. Click "Join Now."
 4. To hear the meeting you must call in by telephone **after** you have joined the meeting online. Follow the teleconference instructions that appear on your computer. A toll-free number and **Attendee Code** will be provided. When you call, you will be prompted to enter the meeting number (805 332 328) and your unique Attendee Code. **You must enter the Attendee Code in order to participate in the audio portions of the presentation.** You also have the option of receiving a call-back to connect to the teleconference. Follow the on-screen instructions if you prefer to receive a call-back instead of using the toll-free number.
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Topic: 2011 NeSA-Writing Paper/Pencil Test Administration Training – Session 2

Date: Wednesday, January 5, 2011

Time: 2:00 p.m. – 3:00 p.m.

Meeting Number: 803 421 008

Meeting Password: NeSAW2

What to do on January 5 to join the 2:00 p.m. meeting:

1. About 15 minutes prior to the meeting's start time, either click the following link or copy and paste it into your Web browser (do not type it in):
<https://datarecognitioncorp.webex.com/datarecognitioncorp/j.php?ED=143557242&UID=0&PW=NMjg1ZjRiODE3&RT=MIM3>
 2. Enter your name, email address, and the meeting password (NeSAW2).
 3. Click "Join Now."
 4. To hear the meeting you must call in by telephone **after** you have joined the meeting online. Follow the teleconference instructions that appear on your computer. A toll-free number and **Attendee Code** will be provided. When you call, you will be prompted to enter the meeting number (803 421 008) and your unique Attendee Code. **You must enter the Attendee Code in order to participate in the audio portions of the presentation.** You also have the option of receiving a call-back to connect to the teleconference. Follow the on-screen instructions if you prefer to receive a call-back instead of using the toll-free number.
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Topic: 2011 NeSA-Writing Paper/Pencil Test Administration Training – Session 3

Date: Thursday, January 6, 2011

Time: 9:00 a.m. – 10:00 a.m.

Meeting Number: 809 858 504

Meeting Password: NeSAW3

What to do on January 6 to join the 9:00 a.m. meeting:

1. About 15 minutes prior to the meeting's start time, either click the following link or copy and paste it into your Web browser (do not type it in):
<https://datarecognitioncorp.webex.com/datarecognitioncorp/j.php?ED=143557487&UID=0&PW=NMTk4YTJiMTVk&RT=MiM3>
 2. Enter your name, email address, and the meeting password (NeSAW3).
 3. Click "Join Now."
 4. To hear the meeting you must call in by telephone **after** you have joined the meeting online. Follow the teleconference instructions that appear on your computer. A toll-free number and **Attendee Code** will be provided. When you call, you will be prompted to enter the meeting number (809 858 504) and your unique Attendee Code. **You must enter the Attendee Code in order to participate in the audio portions of the presentation.** You also have the option of receiving a call-back to connect to the teleconference. Follow the on-screen instructions if you prefer to receive a call-back instead of using the toll-free number.
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Topic: 2011 NeSA-Writing Paper/Pencil Test Administration Training – Session 4

Date: Thursday, January 6, 2011

Time: 1:00 – 2:00 p.m.

Meeting Number: 808 744 176

Meeting Password: NeSAW4

What to do on January 6 to join the 1:00 p.m. meeting:

1. About 15 minutes prior to the meeting's start time, either click the following link or copy and paste it into your Web browser (do not type it in):
<https://datarecognitioncorp.webex.com/datarecognitioncorp/j.php?ED=143557692&UID=0&PW=NOWMzNGEyZmQ0&RT=MiM3>
 2. Enter your name, email address, and the meeting password (NeSAW4).
 3. Click "Join Now."
 4. To hear the meeting you must call in by telephone **after** you have joined the meeting online. Follow the teleconference instructions that appear on your computer. A toll-free number and **Attendee Code** will be provided. When you call, you will be prompted to enter the meeting number (808 744 176) and your unique Attendee Code. **You must enter the Attendee Code in order to participate in the audio portions of the presentation.** You also have the option of receiving a call-back to connect to the teleconference. Follow the on-screen instructions if you prefer to receive a call-back instead of using the toll-free number.
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IMPORTANT: If a message appears stating that the training session has been cancelled, manually copy the complete meeting link and paste it into the address line of your Web browser. This message sometimes displays when the meeting link wraps to a second line of text and the complete link is not acknowledged by the computer.

For assistance with WebEx

1. Go to <https://datarecognitioncorp.webex.com/datarecognitioncorp/mc>
2. On the left navigation bar, click "Support" or call (866) 229-3239.
<http://www.webex.com>